



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

JOB OPPORTUNITY

Announcement No.: 2016-14

Position Title: Courtroom Deputy Supervisor

Grade/Salary Range: CL-28 (\$61,977 - \$100,759)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: November 30, 2016

Closing Date: December 14, 2016

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts/DC
Attn: Human Resources (2016-14)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia and reports to the Chief Deputy, Operations.

The Courtroom Deputy Supervisor performs supervisory work related to courtroom administration and functioning. The incumbent serves as a first-line supervisor over the courtroom administration section of Operations. The incumbent primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

This position serves as the subject matter expert and is responsible for training, overseeing and reviewing the work of other employees.

This position requires regular interaction with judges, court managers, Administrative Office personnel, U.S. Attorney's Office, Bureau of Prisons, other governmental agencies, the bar, and the general public.

DUTIES AND RESPONSIBILITIES

- Supervise the courtroom administration function of the court and serve as a hands-on supervisor working directly with the staff in providing services.
- Assign, direct, and review the work of the staff, ensuring the Court's needs are being met, standardized procedures are followed, and reporting requirements are maintained and timely.
- Plan and monitor the daily work allocations to be performed by the subordinate staff by setting performance standards, reviewing work product, setting schedules, and enforcing deadlines and other priorities. Monitor and evaluate techniques for efficiency, effectiveness, and quality assurance.
- Provide guidance and clarification to staff on Local and Federal Rules and recommend changes and additions to Local Rules as appropriate.
- Review and evaluate procedures, plans, and manuals for consistency, accuracy, and applicability.
- Evaluate the work performance of the staff. Prepare and maintain written documentation for periodic reviews and yearly performance evaluations. Evaluate and recommend training needs and provide the necessary resources for informal training.
- Monitor time and attendance of subordinates to comply with leave policies.
- Monitor staff duties and responsibilities and adjust as necessary to maintain workload equity.

- Provide technical oversight of the day-to-day operation of the unit to include but not limited to the giving of instructions and resolutions, monitoring work, approving or revising work product, periodically checking for compliance, and developing and implementing quality control standards. Assure adequate backup/coverage exists and redistribute workload as needed.
- Serve as the subject matter expert on policies and procedures of the unit, the clerk's office, and the court as a whole.
- Ensure that policies/procedures are kept current and updated and recommend new policies/procedures as needed.
- Receive and review incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices, guidelines and/or other court requirements.
- Act as a point-of-contact for the unit and furnish information and advice as needed to ensure and assist with the maintenance of positive service-oriented working relationships within the unit and with all court divisions, chambers and other agencies inside and outside of the court.
- Establish and maintain operating reports, work standards, etc. to measure and evaluate the work and workload of department staff.
- Prepare reports, statistics, and memoranda for the Clerk of Court and Chief Deputy Clerk as necessary.
- Possess the knowledge and ability to perform the functions of all subordinate employees as needed.
- Review information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Perform other administrative and supervisory duties as assigned.

QUALIFICATIONS

The successful candidate must, at a minimum, possess a high school diploma or equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

The candidate must possess a minimum of two years of general experience to include progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

The candidate must also possess a minimum of three years of specialized experience, one year of which must be equivalent to work at the CL-27. Specialized experience includes progressively responsible administrative experience related to case intake, preparation, processing, and docketing.

Prior supervisory or management experience to include planning and monitoring the work distribution of subordinates, establishing staff performance standards and priorities, assessing and developing personnel skills, identifying training needs and providing overall employee

guidance, counseling and discipline related to work performance, progress and production is required.

The successful completion of the supervisory training series "Stepping Up to Leadership-Preparation for Supervision" is required. Completion is required within one year.

Legal and/or court experience is required.

The ability to communicate effectively both verbally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

Must be proficient in Microsoft Word and other applications.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan, the Federal Employees' Health Benefits, the Federal Employees' Group Life Insurance, the Flexible Benefits Program, the Commuter Benefit Program, and Long-Term Care Insurance
- On-site physical fitness facility
- Flexible work schedule

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and a security clearance.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.